

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 22/2016
OPENING DATE: 11/07/2016
CLOSING DATE: 11/21/2016
POSITION TITLE: Project Management Specialist (Media), FSN-10
SALARY: USD 22,546 p.a. (starting gross salary per year)
WHO MAY APPLY: ALL HOST COUNTRY NATIONALS
OFFICE: USAID/ Kyrgyz Republic (USAID/KR), Bishkek, Kyrgyz Republic

MAJOR DUTIES: Under the general supervision of the USAID/KR Democracy and Governance Office (DGO) Director or his/her designee, the incumbent serves as advisor and manages programs in the area of media development, local governance, civil society, political processes, human rights, rule of law, civic education, conflict mitigation and management, public administration, and legislative strengthening. The incumbent: 1) manages a range of contracts, grants, and/or cooperative agreements for projects based in the Kyrgyz Republic. 2) monitors and evaluates project implementation through site visits, activity and financial reports, and regular communication; 3) analyzes financial data, and provides written status reports; 4) conducts qualitative and quantitative research to assess the progress of democratic governance, the host government's policies and their implications for USAID programs; 5) provides expert analysis and written reports on important developments, especially in the media sector, and their impact on current programs, and leads the development of new democracy and governance activities; 6) designs, develops and prepares democracy and governance strategy, program and activity documents related to improving the environment for democratic governance; 7) drafts management decisions, briefing documents and reviews and comments on project proposals and work plans; 8) independently cultivates and maintains contacts and dialogue with local partners, other donors, government officials, civil society organizations (CSOs) and other democracy and governance stakeholders, especially those related to media; 9) provides, as needed, translation and interpretation, administrative and other support to colleagues; and 10) other program/project related duties as necessary and assigned.

MINIMUM QUALIFICATIONS/SELECTION CRITERIA:

- Education, Skills and Experience (60%): University degree in journalism/mass communications, business administration, law, policy, government, social science, or other discipline related to the performance of the tasks listed above. At least four years of progressively responsible experience in media, marketing/public relations, telecommunications, government, law, advocacy, or related field with a development or civil society organization, implementing partner, a government agency, or relevant private sector firm. Minimum two years of work experience should be in media or media development. Practical experience in or knowledge of advertising and marketing or information communications technology and media (e.g. social media, digital transition, and television/multimedia production). Comprehensive knowledge of Kyrgyzstan's government and public sector structures, parliament, political parties and major political actors, media and telecommunications companies. Strong time management skills and the ability to balance competing tasks; analytical and managerial skills; an ability to proactively solve problems before they arise; and proficiency with computer software applications used for word processing, spreadsheets and databases, as well as working collaboratively (e.g. Google's g-suite applications).

- Teamwork/Interpersonal and Communication Skills (30%): Must be highly organized, have exceptional interpersonal and leadership skills, ability to work in a team environment and under pressure. Must be able to independently establish and maintain contacts with senior host government officials, private sector and non-governmental leaders, and representatives of the international donor community. Ability to organize and present complex program information in concise written and oral form. Excellent oral and written communications skills.

- Language Skills (10%): Fluent (Level IV) English and Russian (written and oral). Good working knowledge (Level III) Kyrgyz. Ability to translate complex technical documents and to interpret from English into Russian and vice versa.

TO APPLY: The successful applicant must fully meet the minimum qualification requirements. Qualified individuals are requested to submit a cover letter and curriculum vitae addressing each selection criterion detailed above with specific and comprehensive information supporting each item; and names, contact numbers, and addresses of three professional references. Only short-listed candidates will be contacted. Packages should be received by **COB Monday, November 21, 2016** via e-mail: almaexo_hr@usaid.gov (preferred) or mail to the Executive Office (EXO)/Human Resources (EXO/HR), USAID/CA, 41, Kazibek Bi St., Almaty 050010, Kazakhstan. No late submissions will be accepted. A copy of the Position Description is available in EXO/HR (tel.: 7-727-2507612/17, ext. 6353).

USAID/KR reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant.